

**Town of Underhill
Development Review Board Minutes
October 2, 2017**

Board Members Present:

Matt Chapek
Mark Green
Daniel Lee
Karen McKnight
Penny Miller
Stacey Turkos

Staff/Municipal Representatives Present:

Andrew Strniste, Planning Director

Others Present:

Bob McLaughlin (37 Foster Rd., Essex Jct., VT)
Patsy McLaughlin (37 Foster Rd, Essex Jct, VT)
Jon Howard (219 Stevensville Road)

6:30 PM – 10/02/2017 DRB Public Meeting

- DRB Members convened at Town Hall at 6:30 PM.
- [6:32] Acting Chair Miller called the meeting to order.
- [6:32] Acting Chair Miller asked for public comment. No public comments were provided.
- [6:33] Acting Chair Miller asking Staff Member Strniste about a possible appeal.
- [6:34] Board Member Green inquired about the Fall Planning and Zoning Forum, and who was eligible to attend.

**6:35 PM – Howard Waiver/Variance Request
219 Stevensville Road (ST219), Underhill, VT**

Docket #: DRB-17-15

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- [6:35] Acting Chair Miller began the meeting by explaining the procedure for a waiver/variance request hearing. The applicant, Jon Howard, was before the Board to discuss enlarging the entrance way to his single-family dwelling, which was located entirely within the setback requirement on property located at 219 Stevensville Road (ST219) in Underhill, Vermont. Also in attendance were two abutting neighbors. No conflicts of interest were identified before the commencement of the hearing.
 - [6:39] Mr. Jon Howard provided an overview of his proposed project – expanding the entrance way to the single-family dwelling on the property he owned at 219 Stevensville Road. Staff Member Strniste advised that he misinterpreted the plans, and that the proposed addition was towards the southeastern portion of the dwelling rather than the southwestern portion. As a result, the variance analysis applies rather than the waiver analysis. Staff Member Strniste also advised that the project that was being proposed was still less intrusive than the previous variance request that was approved by the Development Review Board since the proposed expanded entryway would be further from the property line than the additions approved previously (albeit only a couple of feet at most). Staff Member Strniste informed the Board that he would be submitting a corrected Exhibit L as Exhibit M, which would show the corrected building footprint. He then explained that the Board was already familiar with the application, and that taking questions from the public may be better served.
 - [6:45] The McLaughlins voiced no objection to Mr. Howard's project, and wanted to attend the meeting to provide support. Acting Chair Miller asked the Board if there were any concerns. Board Member McKnight clarified with the applicant the location of the proposed

entranceway. Board Member Chapek confirmed that the entranceway would be a covered deck.

- [6:48] Acting Chair Miller asked if the Board had enough information to make a decision about the application. Board McKnight was designated as the job captain for this application. Board Member Chapek asked if both a waiver and variance would need to be approved.
- [6:52] Board Member Chapek made a motion to close the evidentiary portion of the hearing, which was seconded by Board Member McKnight. The motion was approved unanimously.
- [6:53] Board Member McKnight made a motion to approve the application in open session, but to craft the decision in closed deliberative session. Board Member Turkos seconded the motion, which was approved unanimously.
- [6:54] Board Member Turkos made a motion to move into closed deliberative session, which was seconded by Board Member Green. The motion was approved unanimously. Staff Member Strniste provided Mr. Howard a timeline on what to expect over the next couple of months.

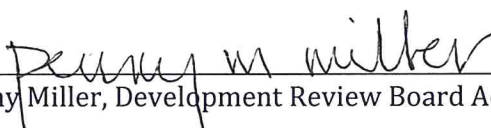
6:55 PM – Other Business

- [6:55] The Board agreed to approve the minutes of September 18, 2017 at the next meeting.
 - [6:56] The Board asked if the new members, Board Member Lee and Board Member Turkos, had any questions pertaining to the Board's process, specifically in regards to the review process, preparations, and decision writing.
 - [6:57] Board Member Turkos stated that she anticipates running for Selectboard again.
 - [6:58] Acting Chair Miller informed Board Member Lee not to feel pressured to provide input right away, as it could take months/years before he may be comfortable.
 - [7:01] A brief discussion ensued about Microsoft Word and track changes.
 - [7:55] The Board adjourns.
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Submitted by:

Andrew Strniste, Planning Director & Zoning Administrator

These minutes of the 10/02/2017 meeting of the DRB were accepted
this 20th day of November, 2017.



Penny Miller, Development Review Board Acting Chair